

SOURCE CONTROL INSPECTOR I/II**DEFINITION**

Under direct or general supervision, inspects, monitors, and samples industrial wastewater discharge, and enforces discharge regulations; performs directly related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision and/or technical and functional direction from assigned supervisory or management personnel. May exercise technical and functional direction over assigned staff.

CLASS CHARACTERISTICS

Source Control Inspector I: This is the entry-level class in the source control inspector series. Initially under close supervision, incumbents with basic industrial wastewater knowledge inspect, monitor and sample industrial wastewater discharge and enforce discharge regulations. As experience is gained, assignments become more varied and are performed with greater independence. *For continued employment and promotion to the II level, a I level incumbent must obtain and demonstrate the required knowledge, skills, abilities, and experience; meet pre-identified criteria for promotion to the higher class, and successfully complete a probationary period within eighteen (18) months of appointment.*

Source Control Inspector II: This is the journey level class in the source control inspector series that performs the full range of duties required to inspect, monitor and sample industrial wastewater discharge, and enforce discharge regulations.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Inspects, monitors, conducts sampling of industrial wastewater discharge, and enforces discharge regulations at various industrial sites, including inspecting industry, restaurants, and contaminated water projects for compliance with wastewater discharge regulations, troubleshooting equipment problems, evaluating environmental risks associated with industrial processes and activities, preparing, setting, programming, and retrieving automatic samplers, and monitoring and sampling hauled wastes at the City's treatment facility;
- Participates in the preparation and maintenance of accurate records and correspondence, including writing, updating, and maintaining industrial wastewater discharge permits and holding tank wastewater discharge permits, and maintaining accurate records of all hazardous waste disposals from the water and wastewater treatment plants;
- Reviews all data collected and submitted; analyzes results, makes recommendations, and takes appropriate action;
- Coordinates with other environmental regulators, including participating in activities, meetings, and committees involving other environmental agencies, reviewing current literature and regulations, and disseminating information;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of

- addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public, and resolves issues with the public, in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

QUALIFICATIONS

Knowledge of:

- Federal, State, and local pretreatment and hazardous waste regulations.
- Principles, practices, and techniques for handling industrial waste and hazardous chemicals.
- Principles, practices, and techniques for pretreatment facility inspection.
- Proper sample collection, preservation, and chain of custody procedures.
- Water and wastewater treatment principles and practices.

Ability to:

- Conduct field inspections and sampling.
- Develop and maintain accurate and timely records.
- Work independently and as part of a team.
- Review and comprehend construction plans and blueprints.
- Establish and maintain effective working relationships with those contacted in the course of the work, including effectively resolving issues.
- Communicate effectively with others, both orally and in writing, using both technical and non-technical language.
- Understand and follow oral and/or written policies, procedures, and instructions.
- Prepare and present accurate and reliable reports containing findings and recommendations.
- Operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks.
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Exercise integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Education and Experience:

Any combination of training and/or experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Source Control Inspector I and II: *Associate's Degree* or equivalent, supplemented by high school or college chemistry courses.

Source Control Inspector I: At least one year of related experience.

Source Control Inspector II: Six (6) to eighteen (18) months experience equivalent to Source Control Inspector I at the City of Eureka.

License:

Source Control Inspector I and II:

- Valid California class C driver's license with satisfactory driving record.
- Other certifications(s) specific to functional area of assignment may be required.

Source Control Inspector I:

- Completion of CSUS, Office of Water Programs Pretreatment Facility Inspection Correspondence Course ***within six months of employment.***
- Possession of, or ability to obtain, Environmental Compliance Inspector Grade I Certificate through the California Water Environment Association (CWEA) ***within 18 months of employment.***

Source Control Inspector II:

- ***Completion*** of CSUS, Office of Water Programs Pretreatment Facility Inspection Correspondence Course.
- ***Completion*** of Environmental Compliance Inspector Grade I Certificate through the California Water Environment Association (CWEA).

PHYSICAL DEMANDS

Must possess sufficient physical ability and mobility to work in standard wastewater treatment plants and related facilities; strength, stamina and mobility to perform medium to heavy physical work and to work in confined spaces; inspect various commercial and industrial sites, including traversing uneven terrain, climbing ladders, stairs and other access points; attend meetings and operate a motor vehicle; vision to read printed materials and a computer screen and make inspections; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operator standard office equipment. Positions in this classification bend, stoop, kneel, reach, climb, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work primarily in the field and are exposed to noise, dust, grease, smoke, fumes, chemicals, noxious odors, gases, confining workspace and all types of weather conditions. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing regulations and departmental policies and procedures.